



★ VIRGINIA ★  
DEPARTMENT *of* ELECTIONS

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# **Candidate Bulletin**

**November 6, 2018**  
**Special Election**

**Member, School Board**

**Richmond City, District 7**

## Table of Contents

1	General Disclaimer.....	3
2	Qualifications To Be A Candidate.....	3
3	Required Filings .....	3
3.1	Certificate of Candidate Qualification.....	3
3.2	Declaration of Candidacy.....	4
3.3	Petitions of Qualified Voters .....	4
3.4	Statement of Economic Interests .....	5
3.5	Statement of Organization and Campaign Finance Reports .....	6
4	How to File, What to File, Where to File, and By When.....	6
4.1	How to File.....	6
4.2	For an Independent (Non-Party) Candidate.....	7
5	Notice of Withdrawal of Candidates.....	7
6	Election Calendar –November 2018 Special Election, Richmond City 7 <sup>th</sup> District School Board.....	9

## I General Disclaimer

Candidates are responsible for complying with all current applicable local, state, and federal laws and regulations.

This Candidate Bulletin provides an overview of Virginia electoral requirements only. It does not purport to provide legal advice or binding statements of official policy. Rather, the Candidate Bulletins describe election laws found in the Code of Virginia. Applicable laws and regulations are subject to change in content and interpretation.

Candidates for local and constitutional offices should contact their local attorney for guidance and information regarding local election laws and regulations.

## 2 Qualifications To Be A Candidate

A candidate must meet each of the following requirements:<sup>1</sup>

1. Qualified to vote for and hold the office sought.
2. A resident<sup>2</sup> of the Commonwealth for one year immediately preceding the election.
3. A resident, by the time of filing, of the city or town in which the office they seek is located.

## 3 Required Filings

Candidates must file certain items in order to qualify to appear on the ballot.<sup>3</sup> Each item is described below along with an explanation of who is required to file.

### 3.1 Certificate of Candidate Qualification

Form: [SBE-501](#); Va. Code §§ [24.2-501](#) and [24.2-503](#)

All candidates are required to file this form to certify under oath that they meet the qualifications set out in the Code of Virginia. Candidates for local and constitutional offices must file this form with the general registrar in the candidate's locality of residence.

IMPORTANT:

- Candidates are set up in the Virginia Election and Registration System (VERIS) using this form. The candidate information provided on the Department's website is pulled directly from VERIS. To avoid delays in candidate set up and incomplete/incorrect information being posted to the website, please confirm that you have completed the form correctly and in its entirety before filing.

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<sup>1</sup> Va. Code §§ [24.2-500](#) and [24.2-501](#)

<sup>2</sup> See Va. Code § [24.2-101](#), definition of "residence" and VA Administrative Code [1 VAC 20-40-20](#) and [1 VAC 20-40-30](#).

<sup>3</sup> Va. Code § [22.1-57.3\(F\)](#) requires candidates for school board to be nominated only by petition as provided by Va. Code § [24.2-506](#). This means that no candidate for school board may be nominated by a political party.

- You must provide a ballot name that complies with the ballot standards listed on the back of the form.
- All contact information you provide on the form will be posted on the Department's website.

### 3.2 Declaration of Candidacy

Form: [SBE-505/520](#); Va. Code §§ [24.2-505](#), [24.2-507](#), [24.2-520](#), and [24.2-522](#)

Independent (non-party) candidates and primary election candidates are required to file this form. Independent candidates for local and constitutional offices must file the form with the general registrar in the candidate's locality of residence and must file their Petitions for Qualified Voters forms with their Declaration. Primary election candidates must file the form with their party chairman and must file their Petitions for Qualified Voters forms and Primary Filing Fee Receipt with their Declaration. Parties can require candidates nominated by a non-primary method to submit the form as well.

### 3.3 Petitions of Qualified Voters

Form: [SBE-506/521](#); Va. Code §§ [24.2-506](#), [24.2-507](#), [24.2-521](#), and [24.2-522](#); Va. Administrative Code [1VAC20-50-20](#) and [1 VAC20-50-30](#)

**IMPORTANT:** The petition is a two-sided form (one page, front and back), and comes in two sizes: legal and letter. The petition's pages on which signatures are obtained must be printed two-sided (one page, front and back) to be considered valid. Any petition that is printed on two separate pieces of paper will be rendered invalid and none of its signatures will be counted.

Independent (non-party) candidates and primary election candidates are required to file these forms. Independent candidates for local and constitutional offices must file petitions with the general registrar in the candidate's locality of residence. Primary election candidates must file the form with their party chairman.

- A candidate for membership on the governing body or elected school board of any **county or city** must collect at least 125 signatures; or if from an **election district not at large** containing 1,000 or fewer registered voters, 50 signatures.
- A candidate for membership on the governing body or elected school board of any **town that has more than 3,500 registered voters** must collect at least 125 signatures; or if from a **ward or other district not at large**, 25 signatures.
- A candidate for membership on the governing body or elected school board of any **town that has at least 1,500 but not more than 3,500 registered voters** must collect at least 50 signatures; or if from a **ward or other district not at large**, 25 signatures.
- A candidate for membership on the governing body or elected school board of any **town that has fewer than 1,500 registered voters**, no petition shall be required.
- A candidate for director of a soil and water conservation district created pursuant to Article 3 of Chapter 5 of Title 10.1 must collect at least 25 signatures.
- All other candidates must collect 50 signatures.

- ❖ Please review the State Board of Election's regulations regarding material omissions from qualified voters on petitions (Va. Administrative Code [1 VAC20-50-20](#)) before circulating petitions.
- ❖ Local charters may have additional/different requirements. Please contact the local attorney for guidance and more information.

General election candidates may begin circulating petitions for signatures on Tuesday, January 2, 2018. Any signatures obtained before this date will be rendered invalid and not counted. General election candidates may file completed petitions between January 2, 2018 and 7:00 pm, Tuesday, June 12, 2018.

Special election candidates may begin circulating petitions for signatures when the writ or order calling the election is issued, unless specified differently in the writ or order. Any signatures obtained before this date will be rendered invalid and not counted. Special election candidates may file completed petitions between January 2, 2018 and 5:00 pm, Friday, August 17, 2018, unless specified differently in the writ or order.

Primary election candidates may begin circulating petitions for signatures on Tuesday, January 2, 2018. Any signatures obtained before this date will be rendered invalid and not counted. Primary election candidates may not begin filing completed petition pages until 12:00 pm on Monday, March 12, 2018. All petition pages must be filed by 5:00 pm on Thursday, March 29, 2018.

Candidates do not have to wait until they have obtained the required number of signatures to file completed petition pages. Candidates may make multiple filings. The candidate's Declaration of Candidacy form must be filed with the first filed petition pages. Primary election candidates must also file their Primary Filing Fee Receipt with the first filed petition pages.

A candidate, other than a party nominee, may appeal a determination by the electoral board that the candidate's petitions do not contain the minimum number of signatures of qualified voters for the office sought. Candidates have five days from the issuance of the disqualification notice to file their appeal with the determining body.

Appeals are conducted by the determining body in accordance with regulations set forth by the State Board of Elections. Consideration on appeal is "limited to whether or not the signatures on the petitions that were filed were reasonably rejected according to the requirements of [Title 24.2 of the Code of Virginia and regulations for petitions set forth by the State Board of Elections]. The candidate bears the burden of proof in establishing that a sufficient number of signatures from qualified voters were timely provided." All appeals are final and not subject to further appeal.

### **3.4 Statement of Economic Interests**

Form: [SOEI](#); Va. Code §§ [24.2-502](#) and [24.2-503](#)

Candidates for local and constitutional offices in any county, city, or town with a population in excess of 3,500 are required to file this form with the general registrar in the candidate's locality of residence. The form can be obtained from the general registrar or the [Candidate Forms](#) page on the Department of Elections website. For help with completing the form, please contact the [Virginia Conflict of Interest and Ethics Advisory Council](#); [ethics@dls.virginia.gov](mailto:ethics@dls.virginia.gov), 804-698-1848, 900 East Main Street, 8th Floor, Richmond, Virginia 23219.

The Virginia State and Local Government Conflict of Interest Act (COIA) requires general registrars to notify all candidates of the provisions of [Chapter 31 of Title 2.2 of the Code of Virginia](#), the Virginia State

and Local Government Conflict of Interests Act, Va. Code §§ 2.2-3100 through 2.2-3131. COIA regulates the conduct of Virginia public officials in two basic ways: (1) disclosure requirements for reporting certain types of economic relationships on the Statement of Economic Interests form; and (2) prohibitions against certain conduct or participation in certain transactions. Please see the COIA Council's [website](#), for more information.

### 3.5 Statement of Organization and Campaign Finance Reports

Forms: [CFDA-947.1](#) and [Campaign Finance Reports](#); Va. Code Title 24.2 Ch. 9.3, [Art. 3](#) (§§ 24.2-947 through 24.2-948.4)

While the Statement of Organization is not required to qualify for the ballot, it is required to be filed by anyone seeking or campaigning for an elected office who meets the conditions outlined in Code. The failure to file the Statement of Organization is not cause for disqualification but will subject a candidate to penalties imposed by the Campaign Finance Disclosure Act (CFDA).<sup>4</sup> Candidates for local and constitutional offices must file the Statement of Organization with the general registrar in the candidate's locality of residence and the Department of Elections if the candidate committee will be filing electronically.

Subject to certain exemptions, candidates for local and constitutional offices in Virginia must file campaign finance reports on a schedule determined at the time they submit their Statement of Organization. These reports are filed electronically with the Department of Elections through [Committee Electronic Tracking](#) (COMET) or by paper with the general registrar in the candidate's locality of residence. The CFDA also imposes certain requirements relating to identification of campaign advertisements and communications. Please see the [Candidate Campaign Committee Summary](#) published by the Department of Elections for specific requirements.

## 4 How to File, What to File, Where to File, and By When

### 4.1 How to File

- Department of Elections:
  - In-Person: Washington Bldg., 1100 Bank St., 1st Fl., Richmond, VA 23219
  - Mail: Dept. of Elections, Attn: Candidate Filings, 1100 Bank St., 1st Fl., Richmond, VA 23219
  - Fax: 804-371-0194; Attn: Candidate Filings
  - Email: [EA@Elections.Virginia.gov](mailto:EA@Elections.Virginia.gov); Subject: Candidate Filings for [name], [office sought]
- Contact information for filing with your general registrar can be found on the [Local Voter Registration Office](#) search page on the Department's website.
- Please contact your party chairman for their contact information for filing.
- ❖ Forms with social security numbers may not be emailed due to containing confidential information. Any form with a social security number submitted through email will not be accepted.

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<sup>4</sup> Va. Code § [24.2-953.1](#).

- ❖ Original completed petitions must be submitted. Petitions submitted through fax or email will not be accepted. Copies of signatures will be rendered invalid and not counted.

The Certificate of Candidate Qualification and the Statement of Economic Interests may be considered timely filed if mailed postage prepaid to the appropriate location by registered or certified mail. The mailing receipt must be made available for review upon request to show the document was mailed by the deadline. All other forms must be received by the deadline to be considered timely filed.

## 4.2 For an Independent (Non-Party) Candidate

Required Forms (can be found <a href="#">here</a> )	Where to File	Filing Deadline (set by Writ)
Certificate of Candidate Qualification (SBE-501)	General registrar in the locality of residence	Tuesday, June 12, 2018; 7:00 pm
Statement of Economic Interests (SOEI)		
Declaration of Candidacy (SBE-505/520)		
Petitions of Qualified Voters (SBE-506/521)		
Statement of Organization (CFDA-947.1)	General registrar in the locality of residence  Department of Elections (ONLY if filing electronically).	Within 10 days of meeting any one of the conditions listed in <a href="#">§ 24.2-947.1.A</a>

## 5 Notice of Withdrawal of Candidates

Form: [ELECT-612.2](#); Va. Code § [24.2-612.2](#)

A candidate who has qualified to have his name printed on the ballot for an election shall not be deemed to have withdrawn from such election until a Candidate Withdrawal Form has been filed with the general registrar in the candidate's locality of residence. The recipient general registrar shall notify the general registrars in other localities and/or the Department as appropriate.



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## 6 Election Calendar –November 2018 Special Election, Richmond City 7<sup>th</sup> District School Board

Election Type; Date	Deadlines for Filing		Last Day to Register to Vote	Deadline to Apply for Absentee Ballot
	Candidate Declarations/Petitions	Other Candidate Forms		
Special November 6 § 24.2-101	Non-Party Candidates June 12; 7:00 pm (set by Writ) § 24.2-507	All Candidates June 12; 7:00 pm (set by Writ) § 24.2-503	October 15 In Person or by mail: 5:00 pm Online: 11:59 pm § 24.2-416	In Person: November 3; 5:00 pm Mail, Fax, or Online: October 30; 5:00 pm §§ 24.2-701(A), (B)(1), (B)(2)
<ul style="list-style-type: none"><li>During any election, the polls are required to open at 6:00 a.m. and close at 7:00 pm (§ 24.2-603)</li><li>Va. Code § 22.1-57.3(E) requires candidates for school board to be nominated only by petition as provided by Va. Code § 24.2-506. This means that no candidate for school board may be nominated by a political party.</li></ul>				